

Creditor Maintenance

In CM/ECF the creditor matrix is uploaded into the system as a text (.txt) file. Creditors submitted from the matrix are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Another CM/ECF module illustrates uploading the matrix.

Special processing is required for maintaining these records.

Creditor records can be individually added. The following steps illustrate how these records are managed within the creditor database.

- STEP 1** To access the creditor database, click **Bankruptcy** on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different. Menu selections are assigned by user permissions and vary by types of users.

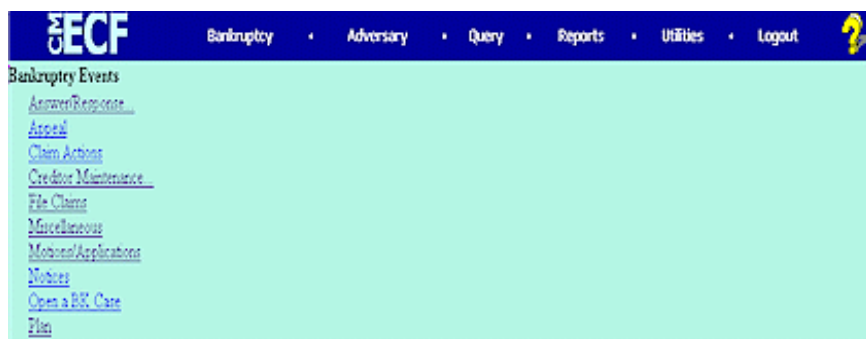


Figure 2

- ◆ Click the Creditor Maintenance hyperlink.

STEP 3 The **CREDITOR MAINTENANCE** menu will then display.
(See Figure 3.)

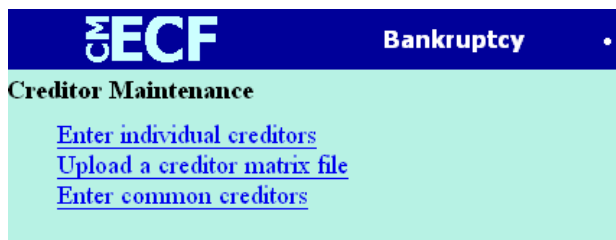


Figure 3

- ◆ Select the Enter Individual Creditors hyperlink to show how a new creditor can be added to the creditor database.
- ◆ You also have the option to Upload a creditor matrix file, which can be beneficial if you have multiple creditors to add to the case. You must have your matrix in text file format in order to use this option.
- ◆ The final option on this screen is Enter Common Creditors. This option can only be used if the Court has listed the creditor you are adding to the courts common creditors listing.

STEP 4 The **CASE NUMBER** screen is the next screen in this process.
(See Figure 4.)



Figure 4

- ◆ Enter the **Case Number** in the format yy-nnnn, including the hyphen.
- ◆ Click **[Next]** to continue.

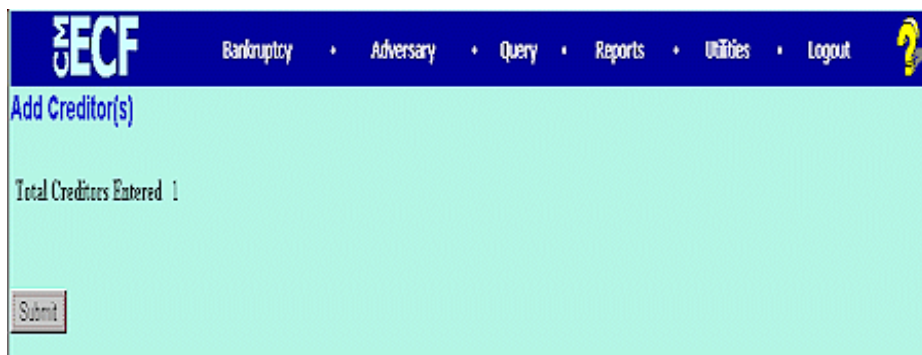
STEP 5 The **ADD CREDITOR** screen displays. (See Figure 5.)

The screenshot shows the 'ADD CREDITOR(s)' screen. At the top is a blue header with the 'ECF' logo and three tabs: 'Bankruptcy', 'Adversary', and 'Query'. Below the header, the title 'Add Creditor(s)' is displayed. A message states 'Case 06-30060 already contains creditors!'. Below this, the case number '06-30060' and name 'Jane Doe' are shown. A text area for 'Name and Address' is provided, with instructions: 'Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.' Below the text area is a 'Creditor type' dropdown menu set to 'Creditor'. Below that is a 'Creditor committee' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

Figure 5

- ◆ Enter the creditor name and address information as if you were addressing an envelope, using separate lines as appropriate for street, building, suite number, etc. Be sure to separate each address with a blank line by pressing the enter key
 - Use **[Enter]** to advance to the next line.
- ◆ **Creditor Type** defaults to "Creditor".
- ◆ If the creditor being added is a member of the creditor committee, click the **[Yes]** button after the **Creditor Committee** button.
- ◆ Once all creditor names and addresses have been entered on this screen, you can click the **[Next]** button to continue.

STEP 6 The **TOTAL CREDITORS** screen will appear. (See Figure 6.)



ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Add Creditor(s)

Total Creditors Entered 1

Submit

Figure 6

- ◆ Verify the number of creditors you have entered.
- ◆ If the number is not correct, click the browser **[Back]** button to investigate your entries. Otherwise, click **[Submit]** to continue.

STEP 7 The **CREDITORS RECEIPT** screen will then display. (See Figure 7.)



ECF

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Creditors Receipt

| | |
|-----------------------------------|----------|
| Case Number | 01-31233 |
| Total Creditors Added to Database | 1 |

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 7

This screen confirms the number of creditor records that have been added to the creditor database. The example in STEP 7

shows just one creditor added in this manner.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous operation. There are instructions for filing claims in another lesson.

- ◆ Click Return to Creditor Maintenance Menu to continue creditor processing. STEP 8 illustrates the steps and screens involved in editing (modifying or deleting) creditor records.